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17. ABSTRACT (MAX. 250 WORDS)

The number and categories of personnel to be used in the Compensatory Education projects were listed. Job descriptions of all categories of personnel included general and specific duties and the qualifications required. The director of the Compensatory Education Project communicated and worked with community services and citizens groups, and was responsible for publicity. He identified schools with culturally and economically disadvantaged children and administered compensatory programs in each of these schools. The coordinator was responsible for in-service education of teachers and for supervision of teacher aids. The specialist experimented with new materials and techniques, worked closely with institutions of higher education in research.

The field trip specialist explored trip possibilities and organized all trips. The school-home coordinator worked with students, made home visits, and related information gained from parents and children to the principal, counselor and teacher. The Reading Opportunity teacher was located in each compensatory elementary school and helped diagnose and work with underachievers in reading. The evening counselors counseled parents and students of the ninth or tenth grades during the fall semester and gave help to the adult education department whenever possible.

The evening study center teachers had charge of the centers. The teacher aids aided the classroom teacher in various activities and in preparing materials. The preschool teacher helper helped with the daily duties, and made possible more individual attention to the children. The secretary worked for the director and performed various clerical tasks. An additional secretary provided clerical assistance and worked particularly with the in-service education program.

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FRESNO CITY UNIFIED SCHOOL DISTRICT

COMPENSATORY EDUCATION

RESPONSIBILITIES

AND

JOB DESCRIPTIONS

FOR

1965 - 1966

IN ACCORDANCE WITH
ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965
McATEER ACT OF 1965
CIVIL RIGHTS ACT OF 1964
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FRESNO CITY UNIFIED SCHOOL DISTRICT

ORGANIZATION OF COMPENSATORY EDUCATION
For
FRESNO CITY UNIFIED SCHOOL DISTRICT

For the past two years the Fresno City Unified School District, along with twenty-three other school districts in California, has been experimenting with compensatory pilot projects. Much information was accumulated and evaluated to write the 1965-66 McAteer Act (Senate Bill 482).

It has been specifically stated, in state and federal acts, that monies for the disadvantaged must be spent on those schools that are populated with disadvantaged students. To obtain the greatest value from these monies it is recommended by CEP that the district uses the research of the McAteer Project in determining the expanded compensatory program. A basic rule might be as follows: It is of primary importance that Reading Specialists, School-Home Coordinators, Teacher Aids, Curriculum Development Specialists, Study Center Instructors, and any other personnel working in the heart of the compensatory program, be centrally located and responsible to the CEP office.

	Area	Purpose	Responsible To
I.	59.5 Teachers	Lower pupil-teacher ratio in Compensatory Schools	Building principals and Central Office Administrators
II.	10 Preschool Teachers	Education for four year old	Preschool Compensatory Coordinator
III.	10 Preschool Teacher Aids	Helper for Preschool Teacher	Preschool Compensatory Coordinator
IV.	Preschool Coordinator	Give direction to Compensatory Preschools	CEP Office
V.	Libraries and Librarians in Compensatory Schools	Making books and library materials available	I. M. C.
VI.	16 Reading Opportunity Teachers	Help underachievers in Compensatory schools	CEP Office
VII.	Curriculum Development Specialist	Develop techniques and materials for Compensatory Schools	Director of CEP
VIII.	Counselors, Secondary and Elementary (Daytime)	Strengthen Counseling in Compensatory Schools	Guidance Office
IX.	Evening Counseling (Secondary)	For Parents and Students of Compensatory Schools	CEP Office and Guidance Department

	Area	Purpose	Responsible To
X.	Study Centers	Location for Academic Opportunity	CEP Office
XI.	Professional Psychological Services (Part time)	Strengthen Psychological Services	Guidance Office
XII.	11 Clerk Secretaries	To assist Compensatory Schools	Building Principal and Administration Central Office
XIII.	23 Teacher Aids	To assist teachers in Compensatory Schools	CEP Office
XIV.	Outdoor Program	Cultural Enrichment	CEP Office
XV.	Inservice Programs for Teachers	Educational enrichment for teachers in Compensatory Schools	CEP Office
XVI.	6 Nurses	Augment Health Services in Compensatory Schools	Health Services Office
XVII.	Field Trips	Cultural Enrichment for Compensatory Schools	CEP Office
XVIII.	Director of CEP	To Administer Program	Special Services
XIX.	Coordinator of CEP	To Coordinate Inservice Education, Teacher Aids	Director of CEP
XX.	Field Trip Specialist	To set up field trips in all Compensatory Schools	Director of CEP
XXI.	(6) School-Home Coordinators	Strengthen family relationship with schools	CEP Office, Guidance Department and Building Principal
XXII.	Evaluation of Program	Evaluating Progress	CEP Office

The Compensatory Education Department will need the following additional personnel to work in its office at 305 E. Belgravia: (1) additional clerk secretary, (2) a specialist to develop teaching techniques and materials for the disadvantaged, and, (3) additional teacher to coordinate field trips in twenty-three (23) compensatory schools.

Job Description of Director of CEP

I. General Duties

A. To communicate with auxiliary services in the community such as Welfare Department, County Health Department, Institutions of Higher Learning, Service Clubs, etc.

B. To identify schools that have students disadvantaged culturally and economically

II. Specific Duties

A. To administer and direct the Fresno program of Compensatory Education

B. To develop in cooperation with each principal a compensatory program in each selected school

C. To develop in cooperation with the principals of Edison and Roosevelt a study center program

D. To organize in cooperation with the principals a special reading opportunity center in selected schools

E. To organize in cooperation with guidance department and principals School-Home Coordinators in selected schools

F. To organize in cooperation with guidance department and principals of secondary schools an evening counseling program at Edison and Roosevelt

G. To be responsible for the release of public information, relating to Compensatory Education, to news media

H. To continue working with Citizens Advisory Committees

I. To continue working with the Adult Education Department in every way possible

J. To be responsible for the Compensatory Education budget

K. To assist in the selection of Compensatory Education personnel

L. To be responsible for the continuous evaluation of Compensatory Education Program in the Fresno City Unified School District

M. To be directly responsible to the Director of Special Services

N. To give assistance to supervisors of compensatory preschools

Job Description of Coordinator of CEP

I. Certificated Person (Supervisory Capacity)

A. To be responsible to the Director of CEP

B. To be responsible for inservice education for teachers

1. To orientate new teachers to compensatory education, in cooperation with school personnel

2. To cooperate with principals in providing material, resource speakers, and consultive service to faculties for the purpose of improving attitudes toward and quality of education for culturally disadvantaged youth

3. To direct projects which will be conducted during release time for teachers

4. To inform teachers and principals of current literature and events dealing with education of children from low socio-economic and culturally disadvantaged areas

5. To arrange visits for teachers and principals to workshops and conferences outside of the Fresno City Unified District

6. To cooperate with institutions of higher learning

C. To be responsible for supervision of teacher aids

1. To conduct an orientation of teacher aids in cooperation with principals

2. To provide consultive service which will enable teacher aids to best serve the needs of the individual classroom teacher

D. To work closely with the specialist on new techniques and materials for the disadvantaged

Job Description For Specialist In Development Of New Techniques and Materials For Disadvantaged

I. Certificated Person (Administrator)

A. To be employed to fulfill a job classification created by the Elementary and Secondary Act of 1965 and the McAteer Act of 1965

B. To experiment with new materials for the disadvantaged which would include books and machines

C. To experiment with new teaching techniques for the disadvantaged

D. To communicate new ideas to all compensatory schools

E. To read and use the research in the ever expanding area of the disadvantaged

F. To be responsible for working closely with institutions of higher learning in research, new materials and techniques for the disadvantaged

G. To work closely with the compensatory coordinator in inservice education

H. To be responsible to compensatory director

Job Description for Field Trip Specialist

I. Certificated Person (Teacher)

A. To have had elementary and secondary experience

B. To be aware of all field trip possibilities throughout the Fresno Metropolitan Area and California

C. To coordinate field trips for the compensatory schools

D. To orientate principals, teachers, and students on field trips

E. To contact public and private business about the possibility of field trips to their establishment

F. To work closely with compensatory coordinator and development specialist

G. To be responsible to the compensatory director

Job Description for School Home-Coordinator

I. Certificated Person (Guidance Background and On Contract)

A. To be selected through the recommendations of the guidance department and CEP

B. To be responsible to the building principal

C. To possess a pupil personnel certificate or a postponment

D. To be reimbursed for using car

E. To make home calls

F. To relate information gained from students and parents to the principal, counselor, and classroom teacher

G. To work with students that have potential, but need various forms of compensation

H. To work and coordinate service provided by auxiliary services such as Health Department, Welfare Department, Law Enforcement, Employment, etc.

Job Description for Reading Opportunity Teacher

I. Certificated Person (A Teacher On Contract With Reading and Testing Background In Primary Area)

A. To fulfill a job classification created by the Elementary and Secondary Education Act of 1965 and the McAteer Act of 1965

B. To place these opportunity teachers in the primary area of the elementary schools

C. To place one opportunity teacher in each compensatory elementary school

D. To help diagnose and work with underachievers in reading

1. To spend the first month of school setting up the reading program, testing, conferences with teachers and parents of children as directed by an over-all plan organized by a specialist in evaluation and testing of reading programs

E. To have conferences continually with principal, parents, nurse, children, teacher and other resource persons

F. To work in a room with resource materials for underachievers

1. Room does not have to be a classroom, as the opportunity teacher will be working with a maximum of five children at a time

G. To be attentive to new ideas as developed in professional periodicals, CEP office, inservice training, conferences, summer school work, and any other resources for the disadvantaged child

H. To be responsible to the CEP Director

Job Description for Evening Counselors

I. Certificated Persons (Employed Hourly)

A. To hold a pupil personnel certificate or a postponment

B. To be employed at Edison High School and Roosevelt High School

C. To counsel parents and students in the ninth or tenth grades during the fall semester and help with pre registration during the spring semester

D. To be employed the same two evenings that adult education department has classes

E. To give help to the adult education department whenever and wherever possible in the areas of registration of adults, accommodation, etc.

F. To attend a meeting once a month to share ideas with Director of Guidance, Secondary Superintendent, and Compensatory Education Director

G. To be employed through the Department of Guidance and Responsible to Director of CEP

Job Description for Evening Study Center Teachers

I. Certificated Persons (Employed Hourly)

A. To be teachers employed from their respective secondary school

B. To be responsible for admitting students with student body cards only to the study center at Edison or Roosevelt

C. To be familiar with library contents where the study center is to be conducted

D. To supervise a typing homework room for students

E. To supervise a record and phonograph room for students

F. To be responsible to building principal and CEP Director

Job Description of Teacher Aids

I. Classified Person (Employed Hourly)

A. To possess certain background requirements

1. To have the a bility to work with children
2. To have the ability to accept direction and guidance from principal and classroom teacher
3. To have the ability to aid the classroom teacher in:
   a. Coordinating classroom activities with library
   b. Listening to children read
   c. Production of mimeograph and ditto materials for teachers
   d. Displaying children's work on bulletin board

B. To perform other activities that are directed by the principal of each school

C. To be employed on a full time basis at each school

D. To be on a salary that is determined by the personnel office

Job Description for Preschool Teacher Helper

I. A Classified Person (Paid by the hour)

A. To be paid $1.75 per hr. (3 hrs. each day)

B. To help with daily duties

1. To arrange chairs
2. To set out activities
3. To change date
4. To keep bulletin boards up to date

C. To help with participating mothers

1. To keep attendance of mothers and fathers
2. To assist mothers in remembering their specific duties (to stay at their posts, etc.)

D. To help with outside duties

1. To assist at toileting time - calling children in to rest rooms and washing hands
2. To be the last person out of room or rest room, so that no children are left behind
3. To assist children and parents at the end of day to bring in wheel toys and balls

E. To help in general

1. To decorate room
2. To help with field trips
3. To take over class in the absence of master teacher
4. To always assist master teacher when needed
5. To work and play with children in single activities or group activities

Job Description for Secretary

I. Classified Person (Full Time)

A. To meet qualifications set up by the Fresno City Unified School District's Personnel Office

B. To perform work in the following:

1. Secretary to director
2. Time sheets
3. Reports and evaluations to State Department of Education, Sacramento and to the Federal Government
4. Registrations for preschool at the CEP Office
5. Cumulative Cards for preschool at the CEP Office
6. Health Cards for preschool at the CEP Office
7. Orders all supplies and keeps records
8. Takes incoming calls on telephone
9. Is responsible for the making out of forms for the use of school cars, conference trips, etc.
10. Is responsible to the Director of CEP

Job Description for Additional Secretary

I. Classified Person (Full Time)

A. To meet qualifications set up by the Fresno City Unified School District's Personnel Office

B. To be employed at the compensatory office

C. To perform work in the following:

1. Inservice education for teachers
2. Field trip arrangements and records
3. Clerical assistance to the development of new techniques and materials for the disadvantaged

D. To be responsible to the Director of CEP